

**METHODS FOR EARNING CONTINUING EDUCATION**  
**Adult Care Home Administrator**

Type of Educational Activity	Procedure/Definition
<b>PRIOR APPROVED PROGRAMS</b>	<b>SPONSOR SUBMITS APPLICATION FOR PRIOR APPROVAL</b>
Workshops, seminars, conferences, conventions, etc.	The Board reviews application submitted by sponsor prior to presentation. Activity is approved according to time frame agenda (clock hours) and content per "Core of Knowledge." Sponsor is responsible for providing attendants with certificates of attendance documenting approval number, clock hours, and Core of Knowledge area
Electives State or National Conventions	Five hours CE credit in electives, if verified by sponsor, at state or national annual LTC conventions, in addition to continuing education credit approved for individual sessions at such state or national conventions, up to a maximum of 10 hours per two-year licensure period.
<b>LONG TERM CE SPONSORSHIPS</b>	
<a href="http://www.kdads.ks.gov">www.kdads.ks.gov</a>	Check this site for lists of KDOU approved sponsorships.
<b>OTHER PROGRAMS</b>	
Workshops, seminars and like educational activities	Clock hours are awarded per actual time spent on instruction in accordance to content in relation to "Core of Knowledge"
College semester credit hours from an accredited college or university	Fifteen (15) clock hours may be earned for each credit hour of college course satisfactorily completed. Course must be within the "Core of Knowledge"
Preparation and presentation of a new continuing education offering	Licensed administrators who serve as presenters at board approved continuing education activities shall receive two (2) clock hours of continuing education per hour of presentation. Clock hours are not awarded for repeat presentations of the same program.
Preceptor for an approved practicum training	Board approved preceptors may earn 15 clock hours of continuing education for teaching each trainee who satisfactorily completes a practicum training program. Clock hours are designated: 7.5 hours resident care, and 7.5 hours administration
Correspondence, telenet, audio tape, video tape, on-line courses	Clock hours considered for approval as requested by sponsor. Course content reviewed by the board for content appropriate to "Core of Knowledge." Course must have a posttest or method to measure learning outcomes.

Facility inservice meetings, and facility licensee specific training shall not be considered a continuing education activity for the purpose of license renewal. (KAR 28-38-23)